

# Traffic light status: yellow

Effective from 17 May 2021

## 1. Accessing and staying in university buildings

Access cards of administrative and artistic-scientific staff are activated. If you wish to hold a class, you are required to present a negative test result upon entering the university building.

Students can access the buildings Monday-Friday, 08:30-18:00. They also need to present a negative COVID-19 test certificate ('tested, vaccinated or recovered'). For such certificate, the same rules apply that were decided in the Rectorate's decree concerning the attendance of regular classes and examinations. Students' access cards are activated within the buildings. Students must leave the buildings before 22:00.

Requests for accessing university buildings on the weekend or a public holiday must be submitted until Friday, 10:00 to the Vice-Rectorate of Finance and Resources (e-mail: [erik.aigner@ufg.at](mailto:erik.aigner@ufg.at)). You are required to submit a negative test certificate with your request. The certificate must be valid for the time of access.

Despite extensive testing, all hygiene regulations must be followed:

- Wearing of FFP2 masks during classes and in the workshops
- safe distance of 2 metres
- ventilation of rooms
- disinfection
- maximum attendance in rooms

In order to be able to trace possible infection chains, you must use your access cards so the locking system and the time-tracking system can track movements.

Visitors (including library users) must register at the porter's lodge upon arrival.

## 2. Classes

All classes which can be easily held via distance-teaching will continue as distance-teaching classes.

Additionally, regular (physically attended) classes are possible if they meet the following criteria:

- Students who cannot attend the class physically due to the pandemic (e.g. currently not permitted to enter the country, member of an at-risk group etc.) must be able to participate via distance-teaching.
- Compliance with all hygiene regulations, especially maximum room attendance numbers.
- Teachers must announce the switch to regular classes (incl. ufg-online).

## 3. Examinations

If possible, examinations should be held remotely. With a negative test result and compliance with hygiene regulations, regular examinations are permitted.

Students who are part of an at-risk group or unable to attend an examination physically due to the pandemic must receive the opportunity to attend the examination remotely or to take the examination at a later point in time.

#### **4. Library**

Lending services and the reading room are available.

You must follow all hygiene regulations and wear an FFP2 mask.

Access is restricted to 8 persons maximum.

Library guests must register at the porter's lodge at Hauptplatz 8. They must present a negative COVID-19 test certificate (tested, vaccinated or recovered).

Opening hours: Monday-Thursday: 9:00-17:00, Friday: 9:00-15:00

#### **5. Events**

All events which can be held online should not be held in physical attendance.

Events like exhibitions with external guests require an advance safety concept (testing, room size, number of attendants etc.) and consultation with Ms Sylvia Leitner. Safety measures must correspond to the current pandemic situation and legal/official provisions. Events strictly require Rectorate approval.

#### **6. Mobilities**

Excursions should only take place in duly justified cases – and only in Austria. Mandatory excursions must be substituted by an alternative or held at a later point in time.

#### **7. Administrative staff and persons with care responsibilities**

##### **Home-work**

Employees may still work from home if their responsibilities allow it. Individual needs and the needs of regular university of operations must be considered. Details must be agreed upon by supervisors, the Rectorate and the person affected. The HR department sends regular, up-to-date information regarding the period of validity and telework conditions to the department heads and institute offices.

Exception: at-risk persons. Their needs and individual situations must be taken into account. Members of at-risk groups are asked to contact the HR department in order to find a solution concerning digital access (home-office) in consultation with superiors and the Rectorate. Procedures concerning home-work time-tracking must be determined.

**Personal service hours**, if necessary, are possible by appointment only – in compliance with hygiene regulations.

## 8. At-risk groups and persons with care responsibilities

At-risk groups are defined here:

[https://www.ris.bka.gv.at/Dokumente/BgblAuth/BGBLA\\_2020\\_II\\_203/BGBLA\\_2020\\_II\\_203.html](https://www.ris.bka.gv.at/Dokumente/BgblAuth/BGBLA_2020_II_203/BGBLA_2020_II_203.html).

A medical certificate must be submitted.

## 9. Instructions for (suspected) cases of infection

### If symptoms occur at university:

- Patient and House Service call 1450
- If severe symptoms occur (difficulty in breathing, high fever,...), the patient or an immediate contact person calls 144
- Inform the rectorate (Ms Grogger: 0732 7898 2220, [daniela.grogger@ufg.at](mailto:daniela.grogger@ufg.at))
- Isolate the patient immediately, give them mouth and nose protection, disinfect hands (use disinfectants or wash hands with soap).
- Follow medical instructions (given by doctor/health authorities).

### If symptoms occur at home:

- Contact the AGES coronavirus hotline (0800 555 621) for general questions.
- Patient calls 1450 in a suspected case of infection.
- If severe symptoms occur (difficulty in breathing, high fever,...), the patient or an immediate contact person calls 144
- Patient informs university (Ms Grogger: 0732 7898 2220, [daniela.grogger@ufg.at](mailto:daniela.grogger@ufg.at))
- Patient self-isolates, makes a list of all recent personal contacts (if possible, including phone numbers and addresses).
- Follow medical instructions (given by doctor/health authorities).

### Confirmation of a coronavirus infection:

If an infection has been confirmed:

- Patient informs university (Ms Grogger: 0732 7898 2220, [daniela.grogger@ufg.at](mailto:daniela.grogger@ufg.at)). In severe cases, municipal or state health authorities inform the university.
- Follow official instructions (e.g. municipal or state health authorities).